

Department of Criminal Justice & Criminology

CRIJ 3378-13W (*Writing Enhanced*) *Syllabus for Introduction to Methods of Research* Fall 2017

Professor: Dr. Kristen Welch
Office: CJC C204 & Virtual Office
Telephone: (936) 294-3642
Email: kwelch@shsu.edu

Class Hours: T&R 12:30-1:50
Classroom: A181
Office Hours: T&R 5-6 pm in office;
M&W 3-4 online (virtual office)

REQUIRED READINGS

Maxfield, M.G. & Babbie, E. (2017). *Research methods for criminal justice and criminology*, 8th edition. Stamford, CT: Cengage Learning. (ISBN: 978-1-33709182-4). Students may purchase earlier 2014 version, 7th edition (ISBN: 978-1-285-06784-1)

Pope, C.E., Lovell, R., & Brandl, S.G. (2000). *Voices from the field: Readings in criminal justice*. Stamford, CT: Cengage Learning. (ISBN: 978-0-534-56376-9)

Any handouts or independent readings provided or assigned by the instructor.

RECOMMENDED READING

Bachman, R.D. & Schutt, R.K. (2013). *The practice of research in criminology and criminal justice*. Thousand Oaks, CA: Sage Publications. (ISBN: 978-1452258195)

Hagan, F.E. (2003). *Research methods in criminal justice and criminology*, 6th Edition. Pearson Education, Inc.

Maxfield, M.G. & Babbie, E. (2010). *Study guide for Maxfield and Babbie's research methods for criminal justice and criminology*. Stamford, CT: Cengage Learning. (ISBN: 978-0-495-81375-0)

Tontodonato, P. & Hagan, F.E. (1998). *The language of research in criminal justice: A reader*. Boston, MA: Allyn and Bacon.

Welch, K.L. (2012). *Late onset offending and substance use: Findings from the NYSFS*. El Paso, TX: LFB Scholarly Publications LLC.

COURSE DESCRIPTION

Methods and techniques of research in the behavioral sciences; historical development of psychological and social research; techniques and problems. Credit 3.

This course is an introduction to the scientific approach to understanding the social world, the relationships between theory and research, research design, and data collection. This course is designed to help students gain a working understanding of the research process with direct application to criminal justice research. Attention will be focused on various aspects of the research process including quantitative and qualitative methods. The course will highlight research aimed at understanding crime and the behavior of the criminal justice system. *This course is a writing enhanced course which means that 50% of the student's grade will be obtained from writing activities.*

COURSE OBJECTIVES & LEARNING OUTCOMES

The *course objectives* are:

1. To improve students' basic understanding of research methods and familiarize them with key concepts and terminology in the field.
2. To provide students with an overview of the fundamentals in research methods.
3. To encourage and assist students to become competent and discerning consumers of research by expanding their interest and ability to read and fully comprehend scholarly, journal articles in the field.

Learning Outcomes - By the end of the course, *the student* should be able to:

1. Discuss basic concepts and terminology in research methods
2. Explain the research process, research designs, and methods used in social sciences,
3. Process and discuss professional literature in the field of criminal justice and criminology, while identifying scholarly sources and determining the quality of the articles based on their methodology, and
4. Read an academic journal article and write a discerning critique of the article, successfully researching and writing an academic paper in the field of criminal justice and criminology.

COURSE REQUIREMENTS & GRADING

Course Requirements:

1. 2 Exams: 10 points each; 20 points total (20%)
2. Final Exam: 10 points total (10%)
3. 2 Primary Article Critiques: 25 points each; 50 points total (50%)
4. Weekly Assignments: 15 points total (15%)
5. Quizzes: 5 points total (5%)

Exams (30%): A total of three exams will be given on the dates listed in the course outline. Exam I and II will be worth 10 points each for a total of 20 points. The final exam is on by **Tuesday, December, 5th from 1-3 p.m.** and is worth 10 points. Exams will be composed of a combination of multiple choice, true false, and fill in the blank questions. Questions will come from class discussion notes, homework assignments, and the required readings. *Students are strongly encouraged to attend every class and utilize the course resources to enhance their understanding of the materials, to prepare for exams, and successfully complete writing assignments.*

Major Writing Assignments (50%): Students will write 2 primary article critiques worth 25 points each (50 points total) during the semester. Major writing assignments will be submitted in class (a typed hardcopy) AND through the TURNITIN assignment dropbox on blackboard (a digital copy) on the dates assigned in the course outline. Failure to turn in a digital copy and hardcopy on the due date will result in a zero for the assignment. The writing assignments must meet APA format requirements, academic requirements, and the instructor's specifications on the assignment instructions.

Weekly Assignments (15%): Students will receive grade based upon completion of homework assignments. Weekly chapter homework assignments must be completed on blackboard by **11:59 on Tuesday** of the scheduled lecture week unless otherwise noted on course schedule or discussed in class. *Students can do the assignment any day or time prior to the deadline.* Students will have 5 attempts to submit their chapter homework assignments on blackboard and their highest grade will be recorded for each assignment. Assignments may include definitions and examples of key concepts, matching exercises, research of assigned topics, chapter outlines, or practical exercises. Students will also have a number of in-class assignments. Students are expected to read the chapters and any additional readings assigned prior to attending class. Failure to complete readings for the in-class assignments prior to class, come to class prepared, or to hand in the in class assignments will result in a **zero** for the assignment.

Quizzes (5%): Several quizzes are given during the semester to ensure student engagement (i.e. students are keeping up with the required readings and actively participating in class discussions) and to help students prepare for the exams. Quizzes may be composed of true/false, multiple choice, fill-in-the blank questions, or a combination of each. **Students must complete the weekly chapter homework assignment with a grade of 80 or higher to access and take the chapter quiz on blackboard.** Students must complete the quiz by **11:59pm on Thursday** of the scheduled lecture week they are due unless otherwise noted on course schedule or discussed in class. Only one attempt at the online quiz will be allowed. It is highly recommended that students take the practice quiz before attempting a chapter quiz to iron out any issues and familiarize them with the setup. In addition, students should bring scantrons to every class as pop quizzes will be given throughout the semester in class.

Practical Exercises: *At the end of each chapter presentation, students will be provided with practical exercises to assist students in applying the concepts from the chapter. These exercises are not required assignments, but students are strongly encouraged to do them, especially if they are struggling with certain concepts. This allows students to apply course materials, expand their understanding, and test themselves.*

GRADING POLICY: (100 Points Possible)

Letter Grade	Course Points	Interpretation
A	90-100 points	Excellent
B	80-89 points	Above Average
C	70-79 points	Average
D	60-69 points	Below Average
F	Below 60 points	Fails to meet Basic Requirements

This is a "W" course which means that **at least 50 percent of your course grade will derive from writing activities designed to help you master course objectives.*

Late Work: *Late work will NOT be accepted without appropriate documentation of an extreme emergency and a University approved excuse.* Assignments will not be accepted after the deadline since the student has every opportunity to turn in assignments at any point in time online, well in advance of deadlines. Students are encouraged not to wait until the last minute or the deadline to submit their assignments. The deadlines are there to keep students from falling too far behind in the class so they may successfully complete a course in the online format. Deadlines are not the same as due dates, they are just the last day an assignment will be allowed to be handed in for a grade. Students are strongly encouraged to complete assignments earlier in the week for optimal learning. Students must provide a typed excuse for any late assignment to the professor with accompanying documentation that arises out of those rare emergency situations in which it is impossible to complete assignments due to a major illness or accident. This must be provided to the professor within five school days of the missed assignment. Failure to complete, submit, and/or present assignments on time will result in a **zero** for the assignment.

Make-up Exam Policy: Students are required to take the examinations on the dates indicated in the course schedule. Please make the necessary arrangements in advance to ensure your completion of the exams on the dates listed. If an emergency arises, students should notify the instructor as soon as possible **before** the exam. Notifications after the exam are not acceptable, barring extreme circumstances. If you miss an examination without prior approval from the instructor, the grade recorded will be a zero. If it is not possible to discuss the missed exam, prior to the exam date due to an emergency, it is the student's responsibility to contact the instructor as soon as possible after the emergency (within two days) to reschedule the exam. Appropriate **typed** documentation of the nature of the missed exam and why it meets the university guidelines for approved excuses must be provided to the instructor to take a make up exam and receive a grade for the exam.

COURSE & ACADEMIC POLICIES

Virtual Office & Email: All students are encouraged to use the *Virtual Office* to ask general questions about the course, course materials, and assignments. By posting to the Virtual Office, you are guaranteed a timely response (within 48 hours). Before posting a question or emailing the professor, please check the virtual office to be sure another student hasn't posted the same question and received a response. Do not post anything of a personal nature that you do not wish other students to see to this forum as it is visible to all students in the class. If you have a more personal question, please feel free to email the professor directly. Although I try to respond quickly to emails, do not expect an email reply in less than 48 hours. Be sure that your emails include the **course and section number** in the subject heading and adhere to professional guidelines. Please phrase your questions clearly and concisely. Be sure to include your complete name, email address, and course number (CRIJ 3378_13) in the text of the email.

Participation & Attendance Policy: Regular and ongoing attendance and participation in this course is *required*. Among other things, this means that exams must be completed during the scheduled time and that assignments must be completed within the specified time. Attendance is highly important because discussion groups, and in class assignments will be assessed throughout the session. The student is expected to attend all classes and actively participate in class discussions. Because of this, students **must** complete the assigned readings **PRIOR** to the scheduled class meeting to contribute to meaningful class discussions. You are expected to regularly check the course materials, notices, and resources online.

Class attendance is mandatory and attendance requirements will be followed in accordance with University Policy. You may review University Policy 800401 on class attendance and student absences online at <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>. Attendance will be recorded pursuant to University policy. Penalties for absences will be governed by rules promulgated by the University. A student may be penalized for more than three hours of absence at the discretion of the instructor. **It is the responsibility of the student to monitor his/her number of absences. The instructor will deduct points from the FINAL COURSE GRADE based on the following scale:**

3 unexcused absences = 10 point reduction in final grade

4 unexcused absences = 20 point reduction in final grade

5 + unexcused absences = 30 point reduction final grade

Student Religious Holy Day Policy: Section 51.91 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observation of a religious holy day, including travel for the purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. **University Policy 861001 provides the procedures to be followed and may be accessed online at http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf.**

A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a **written statement** concerning the religious holy day(s). This request must be made within the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will notify the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

Academic Honesty: Students are expected to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion – the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentation of credentials or accomplishments.

The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in all their academic experiences. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. **For a complete listing of the University policy, please refer to Academic Dishonesty Policy Statement 810213 on the website: http://www.shsu.edu/~vaf_www/aps/documents/810213.pdf.**

Disabled Student Policy: The Americans with Disabilities Act (ADA) requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Any student with a disability that affects his or her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Building Annex (telephone 936-294-3512, TDD 936-294-3786; E-mail: disability@shsu.edu; Web Address: www.shsu.edu/disability) to request accommodations. In addition, students with a disability which affects their academic performance are encouraged to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. All disclosures of disabilities will be kept strictly confidential. If you believe you may have a disability that would interfere with your work, I strongly encourage you to register with the SHSU Counseling Center. **NOTE:** *No accommodation can be made until you register with the Counseling Center. To review services provided to students with disabilities, see www.shsu.edu/~counsel/sswd.html. To see the University policy on disabled students refer to www.shsu.edu/~vaf_www/aps/documents/811006.pdf. To review additional academic policies for students please refer to the documents provided online at <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>.*

CLASS CONDUCT & TELEPHONE POLICY

General Conduct - All students are expected to be respectful to others and the instructor at all times. General civility and decorum are expected. Class discussions may include controversial topics. Students should be respectful of others' viewpoints and opinions, even those that they may not agree with. Debate is encouraged but disrespect is not acceptable. Conduct deemed by the instructor to be disruptive to the class and learning environment may result in the student's removal from the class. The removal will count as an unexcused absence. Excessive tardiness (2+) without a legitimate excuse may be counted as an absence at the discretion of the instructor.

A. Classroom/professional behavior: The University, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

B. Statement of Civility: The University has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Tobacco Products - No tobacco products allowed in the classroom at any time. Violations will result in the student's removal from the class and the removal will count as an unexcused absence.

Use of Electronic Devices in the Classroom - Turn off all cell phones, pagers, iPods, and any other distracting devices prior to class.

- This means no **texting** during class! I do not want to see your phones out during class unless they are being used for class purposes (at the professor's instruction). You must keep them on silent.
- Laptops or tablets may be used in class **with** prior approval from the instructor for class purposes only (no surfing, email, or IM services may be accessed).
- **To review the University policy on telephones and texting in academic classrooms and facilities refer online to the following site: <http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>.**
- The use of Blackboard to aid in course management and learning is required. Announcements, the course syllabi, assignments, courses materials and resources will be placed on Blackboard.

ADDITIONAL IMPORTANT INFORMATION

Confidentiality: If you would like to discuss your course performance or grades you are encouraged to come by during the posted office hours or an appointment with the instructor may be made at a mutually agreeable time. In order to protect student confidentiality, it is against University policy for an instructor to discuss grades by telephone or through email. Any discussions on student's course performance must be conducted with the instructor in person.

Academic Advising: Students should meet with an Academic Advisor as soon as they are ready to declare a major. If you have not already met with an advisor I strongly encourage you to do so as soon as possible. The Student Advising and Mentoring Center, also known as the SAM Center, offers a wide variety of services for students at SHSU. An Academic Advisor can assist students in setting up a degree plan. Students **MUST** meet with an academic advisor per University requirements if the students does not have a SHSU GPA (new or transfer students), has below a 2.5 GPA, are subject to TSI requirements, and/or have 90+hours including the current semester. **It is mandatory for seniors to meet with an academic advisor early in the semester.** Please refer online for additional information and advising locations at <http://www.shsu.edu/centers/sam-center/advising/index.html>.

Technology Issues: It is the students' responsibility to ensure that they have access to the computer hardware, software, and online access to fully participate in this course and use Blackboard. Information technology problems are not an acceptable excuse for late or missing assignments or quizzes. Students may use one of the many computer labs available on campus if they do not have a computer at home to access resources from blackboard or complete assignments. You must complete all assignments and assessments on the dates listed in the course schedule.

Try to have things completed early, so you do not have difficulties when it is time to upload assignments. Any blackboard, computer help, or technical issues should be immediately addressed via SHSU online support at 936-294-2780 or blackboard@shsu.edu. **It is in your best interest to familiarize yourself with the course layout and materials to effectively navigate blackboard throughout the semester.**

Extra Credit: In general, extra credit opportunities will not be given, but may be offered at the instructor's discretion. However, if an extra credit opportunity is extended to one student, then all students will be given the opportunity to complete the same assignment for extra credit.

COURSE SCHEDULE & OUTLINE

The *anticipated* schedule of lectures, readings, and examinations is as follows:

Date	TOPIC	Assignment <i>For this week, complete:</i>	Readings <i>For this week, read:</i>
Aug 24	Introduction to Class	Introductory Quiz A Introductory Discussion	Syllabus Introduction (M&B)
Aug 29-31	Why We Study Research Methods: Fundamentals of Research Methods	HMWK 1 Quiz 1 Discussion 1	Chapter 1 (M&B) Part I (P,L,&B) Lecture 1 Handouts
Sept.5-7	Theory in Criminal Justice Research	HMWK 2 Quiz 2 Discussion 2	Chapter 2 (M&B) Chapter 5 (P, L, &B) Lecture 2 Handouts
Sept.12-14	Ethics in Criminal Justice Research	HMWK 3 Quiz 3 Discussion 3	Chapter 3 (M&B) Chapter 12 (P, L, &B) Lecture 3 Handouts
Sept.19-21	Overview of the Research Design and the Research Process	HMWK 4 Quiz 4 Discussion 4	Chapter 4 (M&B) Chapter 4 Handouts
Sept. 26	Validity in Research Designs Peer Review Workshop <i>* DO NOT miss this class.</i>	Article Critique 1 Due: <i>Papers must be turned in class and online</i>	APA & Writing Handouts
Sept. 28	EXAM I <i>(Bring 882-E Scantron & pencil)</i>		REVIEW Handouts
Oct 3-5	Concepts, Operationalization, & Measurements	HMWK 5 Quiz 5 Discussion 5	Chapter 5 (M&B) Chapter 5 Handouts Chapter 1 (P,L,&B)
Oct 10-12	Measures of Crime	HMWK 6 Quiz 6 Discussion 6	Chapter 6 (M&B) Chapter 6 Handouts Chapter 2 (P,L,&B)
Oct 17-19	Experimental & Quasi- Experimental Designs	HMWK 7 Quiz 7 Discussion 7	Chapter 7 (M&B) Chapter 7 Handouts Chapter 7 (P,L,&B)
Oct. 24-26	Data Collection & Sampling	HMWK 8 Quiz 8 Discussion 8	Chapter 8 (M&B) Chapter 8 Handouts Chapter 7 (P,L,&B)
Oct.31	Review	Article Critique 2 Due: <i>Papers must be turned in class and online</i>	REVIEW Handouts
Nov. 2	EXAM II <i>(Bring 882-E Scantron & pencil)</i>		REVIEW Handouts
Nov.7-9	Asking the Right Questions: Surveys	HMWK 9 Quiz 9 Discussion 9	Chapter 9 (M&B) Chapter 9 Handouts Chapter 4 (P,L,&B)
Nov 14 Nov 16	Qualitative Interviewing & Methods Introduction to Field Research	HMWK 10 Quiz 10 Discussion 10	Chapter 10 (M&B) Chapter 10 Handouts Chapter 6 (P,L,&B)

Nov. 21	Field Research (cont.)	HMWK 11 Quiz 11 Discussion 11	Chapter 11 (M&B) Chapter 11 Handouts Chapter 7&8 (P,L,&B)
Nov. 23	<i>NO CLASS MEETING – HOLIDAY</i>		
Nov. 28-30	Records, Content Analysis, and Secondary Data	HMWK 12 Quiz 12 Discussion 12	Chapter 12 (M&B) Chapter 12 Handouts Chapter 11 & 17 (P,L,&B)
Dec. 5	FINAL EXAM (1-3 pm on Tuesday; <i>Bring 882-E Scantron & pencil</i>)		Review Handouts & Study Guides